

§ 301-73.102

(b) Provide basic management information, such as:

- (1) Number of reservations by type of service (common carrier, lodging, and car rental);
- (2) Policy compliance and reasons for exceptions;
- (3) Origin and destination points of common carrier use;
- (4) Destination points for lodging accommodations;
- (5) Number of lodging nights in approved accommodations;
- (6) City or location where car rentals are obtained;
- (7) Other tasks, e.g., reconciliation of charges on centrally billed accounts, processing ticket refunds.

NOTE TO §301-73.101: The government of the District of Columbia is excluded from collecting the data required by the Hotel/Motel Fire Safety Act, as amended.

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§301-73.102 Must we require travelers to use a travel management system?

Yes, starting January 1, 2001, to implement the Hotel/Motel Fire Safety Act, as amended (see 5 U.S.C. 5707c). Until that time, you should encourage your travelers to use the travel management system selected by you for all common carrier, lodging, and car rental arrangements. Beginning January 1, 2001, you must require travelers to use the travel management system selected by you.

§301-73.103 Are there any exceptions to this requirement?

An agency head, or his/her designee, may exempt certain types of travel arrangements from the mandatory use of the travel management system. In certain situations, it may be impractical to make advance reservations, and therefore no reason exists to use a TMS.

41 CFR Ch. 301 (7-1-98 Edition)

Subpart C—Contract Passenger Transportation Services

§301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?

Yes, if such services are available to your agency.

§301-73.201 What method of payment may be used for contract passenger transportation service?

GSA individual Government contractor-issued travel charge card(s), or your agency centrally billed or other established account, or a GTR (when no other option is available or feasible).

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§301-73.202 Can contract fares be used for personal travel?

No.

SUBPART D—TRAVEL PAYMENT SYSTEM

§301-73.300 What is a travel payment system?

A system to facilitate the payment of official travel and transportation expenses which includes, but is not limited to:

- (a) Issuance and maintenance of Government contractor-issued individually billed charge cards;
- (b) Establishment of centrally billed accounts for the purchase of travel and transportation services;
- (c) Issuance of travelers checks; and
- (d) Provision of automated-teller-machine (ATM) services worldwide.

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§301-73.301 How do we obtain travel payment system services?

You may participate in GSA's or another Federal agency's travel payment system services program or you may

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contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

NOTE TO §301-73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

PART 301-74—CONFERENCE PLANNING

Sec.

301-74.1 What is a conference?

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301-74.5 Who must authorize employee attendance at conferences and the Government sponsorship or funding, in whole or in part, of conferences?

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301-74.9 What policies must we establish governing the selection of a conference site?

301-74.10 What records must we maintain to document the selection of a conference site?

301-74.11 What special rules apply when we conduct a conference in the District of Columbia?

301-74.12 What policies and procedures must we establish to govern the selection of conference attendees?

301-74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: 63 FR 15979, Apr. 1, 1998, unless otherwise noted.

§301-74.1 What is a conference?

A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are considered to be conferences under 5 CFR 410.404.

§301-74.2 What are "conference costs"?

Conference costs are all costs paid by the government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference, e.g., speakers, contractors, etc. Such costs include, but are not limited to: travel to and from the conference, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, other conference-related administrative fees, and the cost of employees' time spent at the conference and traveling to and from the conference.

§301-74.3 What are "conference attendees' travel costs"?

"Conference attendees' travel costs" are authorized transportation and per diem expenses incurred in attending a conference at Government expense.

§301-74.4 What are "conference attendees' time costs"?

"Conference attendees' time costs" are the costs of employee's time spent at a conference (including en route travel time during normal duty hours).

§301-74.5 Who must authorize employee attendance at conferences and the Government sponsorship or funding, in whole or in part, of conferences?

A senior agency official, other than attendee.

§301-74.6 Are there any requirements for sponsoring or funding a conference at a place of public accommodation?

Yes. When you sponsor or fund, in whole or in part, a conference at a place of public accommodation in the U.S., you must use a FEMA approved accommodation, except as provided in §301-74.7. This provision also applies:

(a) To the government of the District of Columbia only when it expends Federal funds for a conference; and

(b) To a non-Federal entity to which Government funds are provided for the conference.

[63 FR 15979, Apr. 1, 1998; 63 FR 35538, June 30, 1998]